

Animal Control Officer



Job Code: 5051
Grade: 125
Reports to: Animal Control Director
Salary Range: \$42,322 - \$64,768
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs intermediate protective service work in the enforcement of local and State laws and ordinances for the keeping, regulation, and protection of animals; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification enforces animal control codes, issues warnings, citations, and summons, and traps/captures stray animals. Work requires a high degree of tact, patience, and courtesy dealing with pet owners. Work consists of a variety of activities in the Animal Services Division to ensure the public health and safety of citizens. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

Enforcing animal control laws; investigating complaints; capturing animals; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Receives, investigates, and answers complaints concerning stray, wild, nuisance, or owned animals and other wildlife.
- Makes appropriate disposition and advises the public.
- Patrols, checking for animals running at large, licenses, and vaccinations.
- Impounds abandoned and stray dogs and other animals; issues appropriate warning notices and citations.
- Assists citizens with mediation and information activities.
- Contacts owners of dogs or other animals having bitten someone, orders appropriate confinement of such animals; prepares and submits appropriate records, returns animals to owners or other appropriate disposition.
- Rescues trapped, lost, or injured animals; captures wild, vicious, diseased, and other animals using specialized animal capture equipment, techniques, and chemicals; helps control rabies.
- Inspects pet environments for humane conditions.
- Picks up and disposes of animal carcasses.
- Investigates reports of animal cruelty, conducts investigations, and issues appropriate forms, citations, or arrests.
- Makes court appearances.
- Assists in keeping appropriate records, files, and reports.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the laws, ordinances, and regulations governing animal control; general knowledge of the geography of the City; general knowledge of the care, control, and handling of animals; ability to collect facts and prepare reports; ability to deal tactfully with the public; skill in the application of specialized animal capture techniques and in the use of a tranquilizer gun; ability to establish and maintain effective working relationships with associates and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; prefer experience in animal care and/or control or regulatory compliance and enforcement, law enforcement, military, or a related field; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, balancing, crouching, crawling, reaching, standing, walking, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Must undergo pre-exposure rabies shots.
- Ability to work a flexible and adaptable schedule, including evenings, weekends, and holidays, as well as a rotating "on call" schedule.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 06/30/2009, 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.